



APPLICANT BY TRAINING RESULTS (QATR)

Applicant by Training Results

Course

Grade Range To

Select Effective Date Select Expiration Date

	Course	Grade	Name	Applicant ID	Effective Date	Expiration Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						



NOTES



APPLICANTS BY TRAINING RESULTS (QATR)

Step 3 Lets continue to review the remaining fields on the QATR.

NAME – Display Only. This field contains the applicant’s name.

APPLICANT ID – Display Only. This field contains the number assigned to identify the applicant.

EFFECTIVE DATE – Display Only. This field contains the date the applicant took the course.

EXPIRATION DATE – Display Only. This field contains the date the applicant finished the course.



HISTORICAL NAME CHANGE CROSS REFERENCE (QNCX)

Historical Name Change Cross Reference Inquiry						
	Historical Name	Applicant / Employee ID	Applicant / Employee Indicator	Current Name	Effective Date	Expiration Date
1	DAVIS, KATHY A	111223333	E	DAVIS, KATHY A	04 14 00	99 99 99
2	DAY, KAREN	030620002	A	DAY, KAREN	04 20 00	99 99 99
3	DEAN, JAMES	030620001	A	DEAN, JAMES	04 20 00	99 99 99
4	DEVERAUX, JACK D	010510004	E	DEVERAUX, JACK D	04 12 00	99 99 99
5	DIGGER, JERRY	060310002	E	DIGGER, JERRY	04 01 00	99 99 99
6	DIGGER, JERRY	060320002	E	DIGGER, JERRY	04 01 00	99 99 99
7	DREW, BEN	030320003	A	DREW, BEN	04 21 00	99 99 99
8	DREW, CHARLES	R030310001	A	DREW, CHARLES	05 01 00	99 99 99
9	DREW, DAVID J	030320004	A	DREW, DAVID J	04 21 00	99 99 99
10	DREW, DAVID S	030320001	A	DREW, DAVID S	04 21 00	99 99 99
11	DREW, DON	030320002	A	DREW, DON	04 21 00	99 99 99
12	DREW, TONY	030320005	A	DREW, TONY	04 21 00	99 99 99
13	EARHARDT, AMELIA	070530002	E	EARHARDT, AMELIA	04 01 00	99 99 99
14	FIVE, STUDENT L	031320005	A	FIVE, STUDENT L	04 21 00	99 99 99



NOTES



HISTORICAL NAME CHANGE CROSS REFERENCE (QNCX)

The Historical Name Change Cross Reference inquiry enables you to track name changes for applicants and employees across the entire system by displaying a cross-reference of an applicant's or employee's historical and current names. This window lists the applicant's or employees historical name, applicant or employee ID, current name, and the effective and expiration dates of the name.

Step 1 To open the QNCX from the SAM II Desktop Navigator window, click on the TO GO icon. Type QNCX in the Code field. Click on the Open button.

Step 2 To narrow down your search enter the historical name of the query you are performing.

Select **Display: Browse Data**.

Step 3 Let's review each field.

HISTORICAL NAME – Optional. In this field you can enter the historical name or a partial name to access information about a specific employee or applicant. The full name is displayed.

APPLICANT/EMPLOYEE ID – Display Only. This field contains the number assigned to identify the applicant or employee.

APPLICANT/EMPLOYEE INDICATOR – Optional. This field indicates if this ID is an Applicant ID or an Employee ID.

CURRENT NAME – Display Only. This field contains the current name of the applicant or employee.

EFFECTIVE DATE – Display Only. This field contains the date the name became effective.

EXPIRATION DATE – Display Only. This field contains the date the name expired. The expiration for the current name is 99 99 99.



TESTING YOUR KNOWLEDGE

1. Access the inquiry screen that provides the degree an applicant has attained. Is the minor displayed on the same inquiry screen?
2. You want to research an applicant's work history. Access the inquiry screen that provides the type of work the applicant performed at their previous job.
3. Your department has hired an applicant for a Clerk II position. Access the inquiry screen that provides you with the date that the new employee starts working.
4. Access the inquiry screen that provides you information on what an applicant's test scores are.
5. An applicant has informed you of her marriage. Access the inquiry screen and make sure her last name has been changed.